

WinCASIEIII (WC3) Operator Job Action Sheet

Reports to:	Situation Unit Leader ⇒ Planning Section Chief ⇒ Incident Commander
Mission:	<ul style="list-style-type: none"> Responsible for all input and output for WC3.
Qualifications:	<ul style="list-style-type: none"> Windows Computer savvy. Understanding of Search Management Theory, in particular the transition from a Route And Location Search to an Area Search. Completed WC3 course recently.
Oversees:	<ul style="list-style-type: none"> No one.
Immediate Actions: (Route and Location Search)	<ul style="list-style-type: none"> Check in on ICS 211. Obtain initial briefing from current Situation Unit Leader. Read this entire Job Action Sheet. Put on position identification vest. If taking over as WC3 Operator, obtain initial briefing from outgoing WC3 Operator. Obtain all WC3 files on a thumbdrive. If this is a Route and Location Search, this will be the Initial Note. If an Area Search then this will be the Incident files. Start WC3. If taking over as WC3 Operator, use thumbdrive to either Import Initial Note, File » Import Initial Note, or to Import Incident files, File » Import Incident. In the latter case, go to Extended Actions: (Area Search) in this JAS. Open Initial Note, Initial Resources » Initial Note. Set how frequently the Initial Note is automatically saved, File » Auto Save, initially disabled. Document all actions using templates in Initial Note, saving occasionally File » Save on Desktop. If subject is found, document in Initial Note. Rename Initial Note on Desktop, and save in safe place. Close WC3. Continue documenting all actions during Initial Response and Route and Location Search using templates in Initial Note. If new WC3 operator is taking over, export Initial Note to thumbdrive, File » Export Initial Note, and brief incoming WC3 operator. Close WC3. If decision is made to transition to an Area Search, proceed to Intermediate Actions: (Consensus) in this JAS, otherwise continue documenting actions in Initial Note. If decision is made to transition to a Limited Continuous Search, document in an Initial Note. Rename Initial Note on Desktop, and save in safe place. Close WC3.
Intermediate Actions: (Consensus)	<ul style="list-style-type: none"> Have Situation Unit Leader confirm that each segment in the search area has been numbered, and the same number has not been used more than once. Determine the number of search segments, number of people completing consensus, and their choice of consensus method (Mattson, O'Connor, or Proportional). Print consensus forms, Initial Resources » Access Forms » Consensus Form. Obtain completed consensus forms and enter into WC3, File » Start New Incident. Import the Initial Note when asked, if it exists and applies to this search. Sort the segments by <i>POAs</i> under the Incident Status display on the left-hand side, by clicking on the <i>POA</i> header. Print result using the Context Menu in the Incident Status display. Give to Situation Unit Leader. Go to Extended Actions: (Area Search) in this JAS.
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Extended Actions: (Area Search)	<ul style="list-style-type: none"> • Print Debriefing forms, Initial Resources » Access Forms » Debriefing Form. • As completed Debriefing forms are returned, enter segment <i>PODs</i>, Update Search » Add Completed Search Assignment. • After all completed Debriefing forms are entered for this Operational Period, sort the segments by <i>POAs</i> under the Incident Status display on the left-hand side, by clicking on the <i>POA</i> header. Print result using the Context Menu in the Incident Status display. Give to Situation Unit Leader. • If a segment is only partially searched, split that segment, Update Search » Split Segment, and then enter <i>PODs</i> for the (new) segment searched, Update Search » Add Completed Search Assignment. • If the search area needs to be enlarged, expand the search area, Update Search » Expand Search Area. • If a clue is found, account for it, Update Search » Add Influence Of Clue. • If subject is found, document in a new Note, Update Search » Create Note. Create a Report, Update Search » Report. Close WC3. • If new WC3 operator is taking over, export Incident files to thumbdrive, File » Export Incident, and brief incoming WC3 operator. Close WC3. • At start of new Operational Period, repeat Extended Actions. • If incident transitions to a Limited Continuous Search, document in a new Note, Update Search » Create Note. Create a Report, Update Search » Report. Close WC3.
Demobilization:	<ul style="list-style-type: none"> • Ensure that all required WC3 incident documentation is complete, and submit to the Situation Unit Leader. • Participate in the After Action Review. • Check out.
Forms Prepared:	All WC3 forms
Forms Approved:	None
Meetings:	As prescribed by the Situation Unit Leader, After Action Review.